

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Agricultural Marketing Assistant (Research)

1) **Location:** Agricultural Trade Office, Tokyo, Foreign Agricultural Service, U.S. Embassy, Tokyo, Japan.

2) **Closing Date:** September 12, 2001

3) **Basic Function of Position:**

The incumbent will work under the direction of the ATO Director and Deputy Director to generate original market reports and briefs, update existing reports, edit Japanese staff reports, update ATO's homepage market information, and prepare presentations on various food product markets or distribution sectors of the Japanese market for U.S. food and beverage products.

4) **Desired Qualifications:**

- a) **Education** – Bachelor's degree from a US college or from an equivalent foreign institution.
- b) **Prior Work Experience** – Work experience in agricultural trade or the food business is desirable.
- c) **Language** – English (Level V)- native proficiency in speaking, reading and writing; strong English writing skills are essential.
- d) **Knowledge** – Knowledge of and experience in carrying out market research is essential. Knowledge of Microsoft Office programs (i.e., Word, Excel, Power Point, Access) or similar Corel Suite programs is desirable, as well as familiarity with html. Demonstrable knowledge of the Japanese food and beverage retail market or other related consumer market/industry is required, as well as a general understanding of marketing theory and Japanese and American business practices based on educational and/or prior work experience.

- e) **Skills and Abilities** – Must have strong, demonstrable ability to write original reports in professional-level English, as well as edit English material prepared by Japanese staff. Must possess a strong ability to analyze economic, demographic and other market data in order to identify market trends and convert that information into a coherent report on the situation and outlook for a particular food market sector and/or product. Must be organized and capable of assimilating large amounts of information for writing concise reports and preparing effective graphic presentations. Must have working skills with Windows-based computer systems and the ability to learn new computer software quickly. This includes general knowledge of the English word processing, spreadsheet, graphic presentation, and database programs noted above.

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HOW TO APPLY

Please send both English and Japanese resumes to the Human Resources Office (Address: U.S. Embassy 1-10-5 Akasaka, Minato-Ku, Tokyo 107-8420). Resumes must include:

- 1) Position you are applying for
- 2) Educational background
- 3) Dates of employment
- 4) Description of duties
- 5) Full annual income history to be considered

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ELIGIBLE APPLICANTS

- 1) Japanese Citizen.
- 2) American Citizen and non-Japanese.
 - a) Applicants must meet one of the following criteria to be eligible for employment under Japanese government laws and regulations.
 - a) Under Permanent Residence Status
 - b) A child/spouse of the person who is a Permanent Resident
 - c) A Long-term Resident
 - d) A spouse/child of a Japanese National
 - b) Please send a copy of proof of residence status allowing employment without employer sponsorship.

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WORKING CONDITIONS

- Working hours: 8:30 ~ 17:30 (8 hours)
- Holidays: Saturday, Sunday, Japanese and U.S. Holidays
- Annual and Sick leave: each 13 days per year

- Health Insurance/Kosei Nenkin: Not provided but there is subsidy for Kokumin Nenkin Kikin from U.S. Government.
- Labor Insurance: American Workmen's Compensation
- Severance pay: provided
- Probation Period: One year
- Retirement Age: 65
- Salary: Will be evaluated based on applicant's experience, knowledge, and U.S. Government compensation regulations.

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**ONLY APPLICANTS SELECTED FOR INTERVIEWS
WILL BE CONTACTED**

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**WE DO NOT PROVIDE ANY WRITTEN NOTICE
IF YOU ARE NOT CALLED FOR AN INTERVIEW**

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